



JOB POSTING TOWN OF FOXBOROUGH

DEPARTMENT ADMINISTRATOR

The Town of Foxborough is seeking qualified applicants for the position of Department Administrator in the Boyden Library. This position is responsible for accounting, recordkeeping and administrative work to support the operations and activities of the Boyden Library; its staff, Director and Trustees.

Duties include but are not limited to: Oversees office procedures and provides administrative support to the Library Director. Process payroll for approximately 20 staff members and maintains personnel records; maintains and submits statistical reports. Manages all Meeting Room bookings using an online booking system. Manages subscription and renewal data for all library business services, databases, standing orders, newspapers and periodicals. Coordinates supplies, furnishings and equipment orders. Attends all meetings of the Boyden Library Board of Trustees in order to record minutes. In the absence of the Library Director, attends the Town Manager monthly Department Head meetings.

Develops and administers an expanded fund accounting system for all library staff materials purchasers. Manages cash receipts for public photocopying and printing; prepares cash turnovers for town. Serves as liaison to the Finance Department. Resolves billing and payment issues with all vendors. Reconciles library accounts with Finance Department.

Conducts daily tally of all income from Adult and Children's Room circulation desks; post monies due to Town and Friends of Boyden Library; prepare deposit of library revenue; once a month include in turnover all public printer income and post. Prepares turnover of receipts from gifts, material replacement and fines; prepares turnovers to Friends of Boyden Library. Processes invoices; assists with budget preparation; monitors funds; provides information to library staff; prepares monthly and financial reports to Board of Trustees. Prepares correspondence; answers telephone calls; provides assistance to vendors; processes mail; maintains supplies. Performs similar or related work as required, directed or as situation dictates. Regular attendance at the workplace is required.

Qualifications and experience: High School education; Associate's degree in related field desirable; two to three years of progressively responsible office experience; or any equivalent combination of education and experience. Thorough knowledge of office procedures, library procedures, municipal procedures, practices and terminology. Ability to organize time and to work independently, multitasking, computing and accomplishing tasks. Ability to maintain detailed statistics, records, and clerical records. Ability to communicate effectively with the public, coworkers, other employees, other departments, officials, and other agencies. Familiarity with library operations and software. Ability to maintain detailed budget accounts, financial records, and clerical records.

Salary: Salary range - \$26.15-\$32.70/hour. Full-time benefit eligible position.

Apply to: <https://muselfservice.foxborough.k12.ma.us/MSS/employmentopportunities/default.aspx> by October 31, 2016

POSTING DATE: OCTOBER 11, 2016

Equal Opportunity Employer

The Town of Foxborough accommodates the needs of all physically challenged or disabled people by all reasonable means in accordance with the Americans with Disabilities Act.